

## **Role and Responsibilities of the State Laboratory Training and Distance Learning Coordinator**

The Massachusetts Department of Public Health (DPH) State Laboratory Training and Distance Learning Coordinator (STC/DLC) is committed to excellence, leadership and innovation in providing opportunities for primary and continuing laboratory education and training. The goal of the SLTDLC is to improve the quality of laboratory services in the Commonwealth through learning opportunities.

### STC/DLC Roles and Responsibilities

Manages operations of the State Laboratory Training and Distance Learning Office. Serves as the main contact for laboratory education programs and related issues. Consults with and serves as the primary SLI training liaison to the National Laboratory Training Network (NLTN), Federal Centers for Disease Control and Prevention (CDC), Association of Public Health Laboratories (APHL), Public Health Training Network (PHTN), State Laboratory Institute (SLI) staff, State Public Health Laboratories, laboratory professional organizations, and other training professionals. Conducts needs assessments, designs programs to address the educational and training needs of laboratory professionals and consumers of laboratory services in the Commonwealth. Training product audiences include, personnel of the SLI, municipal and state agencies, federal personnel, private / commercial organizations. Training partnerships include the SLTDLC and SLI staff, and/or federal/ national laboratory agencies, and/or colleges and universities, and/or private and commercial organizations.

Designs, develops and facilitates the delivery of laboratory training programs and training products for laboratories within Massachusetts, health care providers, and other professionals who utilize laboratory services. Develops training objectives, establishes standards for program evaluation, prepares budgetary information/ training costs, and maintains records for regulatory agencies. Serves as an education resource advisor to laboratories at the SLI. Serves in partnership with SLI staff to develop laboratory training from the initial training proposal, to approval to develop training, to training design, and through course implementation and its aftermath. Training subject matter includes laboratory preparedness, laboratory safety and security, laboratory procedures and methods, emerging public health concerns and events. Whenever possible routine course development procedures and startup timelines are to be followed. However, it is recognized that the dynamic nature of a public health laboratory's mission and the need for immediate response to new training requirements may necessitate the deployment of a program in an expedited and timely manner, while ensuring a quality training product is implemented.

Works in partnership with and relies upon SLI staff, and other laboratory or education professionals for the delivery of planned programs including creating curriculum content, determining appropriate training methods and format, locating training facilities, designing advertisements, course registration, ordering supplies, designating training faculty, assembling training materials, designing evaluation instruments, evaluating programs, providing CEU's, and maintaining training records. The SLI staff or laboratory section who author the training program(s) will provide the STC/DLC with personnel to perform the various tasks associated with the course including development, preparation, execution, participant competency, course assessment, and maintaining the quality and effectiveness of the training. Assignment of tasks will be part of the discussions between the STC/DLC and SLI staff during the initial planning for each specific course. SLI Laboratory sections may be required to fund costs associated with the training.

Develops with the various training partners and publishes an annual SLI educational training plan and training calendar whereby all education and training events are advertised appropriately and timely to encourage maximum participation and utilization of training. Imports various prepared laboratory training opportunities such as web casts, audioconference, and satellite broadcasts for the benefit of the SLI staff. Limitations in acquiring such training products may occur if funding is not available for their purchase. Provides biosafety training to SLI staff.

Serves as the Clinical Education Coordinator for UMASS Dartmouth Medical Laboratory Science students for their clinical practicum at the SLI. Works with SLI laboratory directors and supervisors to prepare student schedules and rotation curriculum.

When directed by SLI higher authority, STC/DLC works with other Massachusetts State agencies to develop laboratory and related training programs for that agency.

Prepared 2-20-06/kln